

BUENAVISTA WATER DISTRICT

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GUIDELINES /MECHANICS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2021

In compliance with the Joint Memorandum Circular No. 2021- 1 issued by the Local Water Utilities Administration (LWUA) - Department of Budget and Management (DBM), the Buenavista Water District adopts the following **System of Ranking of Delivery Units for the Grant of Performance –Based Bonus for the year 2021.**

I – Coverage

The Performance-Based Bonus shall be granted to all qualified permanent employees of Buenavista Water District (Agusan del Norte).

II – Eligibility and Ranking

- A.** The delivery units(DUs) shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
- B.** To be eligible for the FY 2021 PBB, the BWD must attain a total score of at least 70 points.
- C.** The unit/s most responsible (including its Head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 will also be isolated from the grant of the FY 2021 PBB.
- D.** Eligible DUs shall be granted FY 2021 PBB at uniform rates across the district, including its officials and employees. The corresponding rates of the PBB shall be based on the District's achieved total score, as shown on Section 7.0.
- E.** The General Manager is eligible only if the District is eligible. If eligible, their PBB rate for FY 2021 shall be equivalent to the rates stated in Section 8.0 and shall be based on their basic monthly salary as of December 31, 2021.
- F.** The Board Members may be eligible to the PBB subject to the following conditions:
 - a) The BWD has qualified for the grant of the FY 2021 PBB;
 - b) The Board Member has 90% attendance to duty called board meetings and committee meetings as certified by the Board Secretary;
 - c) The Board Member has eleven (11) months aggregate service in the position;
 - d) The BWD has submitted the appropriate annual Board-approved Corporate Operating Budget to LWUA; and
 - e) Submission of Board Member's FY 2021 accomplishments (policies or resolutions make that will help address the operations as well as the guidelines of the BWD)
- G.** To be eligible for FY 2021 PBB, employees belonging to the First and Second Levels should receive rating of at least "Very Satisfactory" performance rating.

III – Eligibility of Individual Employee

- A. To be eligible for FY 2021 PBB, employees belonging to the First and Second Levels should receive rating of at least “ Very Satisfactory” performance rating.
- B. An official or employee who has rendered a minimum of nine(9) months of service during the fiscal year and with at least Very Satisfactory rating may be eligible for the full grant of the PBB
- C. An official or employee who rendered less than nine (9) months but a minimum of three(3) months of service and with at least Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rate basis corresponding to the actual length of service rendered , as follows:

Length of Service	% of PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rated basis:

- a) Being a newly-hired employee
- b) Retirement
- c) Resignation
- d) Rehabilitation Leave
- e) Maternity Leave or Paternity Leave
- f) Vacation or Sick Leave with or without pay
- g) Study Leave ; and
- h) Sabbatical Leave

- D. Officials /Employees who are not eligible to receive PBB

The following are excluded from the grant of PBB:


- a) An employee who is on vacation or sick leave with or without pay for the entire year;
- b) Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of the PBB.
- c) Officials and employees who failed to submit their completed 2021 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015 or those who are responsible for the non-compliance with the established and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2020 PBB.
- d) Officials and employees who failed to liquidate all cash advances received in FY 2021 within the reglementary period, as prescribed in COA Circular

97-002 dated February 10, 1997 and reiterate in COA Circular 2009-002 dated May 18, 2009;

VI – Rates of the FY 2021 PBB

The total score as stated in Section 4.0 of IATF MC No. 20201-1 shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2021 as illustrated below:

Total Score	PBB Rates
100 points	65%
95 points	61.75 %
90 points	58.5 %
85 points	55.25%
80 points	52%
75 points	48.75%
70 points	45.5%


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General Manager